



CIVIL AIR PATROL  
United States Air Force Auxiliary  
Oklahoma Wing  
3800 Ave. A Room 309  
Mail Stop L-39  
Tinker AFB, Oklahoma 73145-9111

OKWG OPERATING INSTRUCTION  
Aircraft Assignments & Responsibility  
10 June 1999

### AIRCRAFT ASSIGNMENTS AND RESPONSIBILITY

The Following is the responsibility of a squadron who has a Civil Air Patrol aircraft.

1. The aircraft is assigned to the Wing HQ and not a unit.
2. There are no forms to be signed when a unit has an aircraft to care for.
3. The aircraft is to be inside and locked at all times
4. The keys will be in a lock box with a combination lock.
  - A. Each pilot in the unit with a current form 5 will be given the combination.
  - B. The combination should be changed when ever needed to maintain that only current pilots have the combination.
5. An inventory shall be taken when the unit receives the aircraft and maintained by the unit there after.
  - A. The following must be in the aircraft at all times.
    1. Control Lock
    2. Radio lock bracket with combination lock
    3. Pilot tube cover.
    4. Chocks
    5. Tie down ropes (1/2 dia) set of 3 ropes
    6. Fuel Tester
    7. Towbar
    8. First Aid and Survival Kit
    9. Cleaning Materials to clean wings and windshield. (TO BE DONE AFTER EACH FLIGHT)
    10. One Quart of Oil
    11. 1 set of Landing and Taxi Lights.

NOTE ; CHECK THE WT. AND BALANCE, IT HAS CHANGED!!!!!!

6. Fuel and Oil is the responsibility of the PIC. At no time will there be a charge at a FBO unless it has been cleared by the OK Wing HQ before the flight.

LTC JAMES WROBLESKI

COL. VIRGINIA KELLER